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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

January 4, 1943

DIRECTOR'S MEMORANDUM NO. 1

Food Distribution Administration Internal Communication Series

Effective January 5, 1943, the Agricultural Marketing Administration and other agencies consolidated by Secretary's Memorandum No. 1054 shall be known as and should initiate the use of the name, Food Distribution Administration. This should replace all other organizational titles previously used by any of the component agencies of the Food Distribution Administration.

There is hereby established the Director's Memorandum Series. This series will contain communications to the staff of Food Distribution Administration on matters of objectives, organization, policy, procedure, and delegations.

Designations of personnel appointments and other communications of an announcement nature shall be issued as unnumbered memoranda from the Director to the appropriate office.

There is also established a numbered memorandum series for each branch. To accomplish the objectives of the Administration, increasing decentralization of operations and execution of programs through field organization will be inevitable. The importance of an effective system of communication in administering our wartime responsibilities on a decentralized basis cannot be over-emphasized. To provide a means of communicating clear-cut instructions to both Washington and field personnel of the Administration, each branch shall set forth in its branch memorandum series, its objectives, policies, organization and procedures as well as technical instructions or standards involved in administering the programs of the branch.

Each regional office of the Food Distribution Administration shall establish a numbered Regional Administrator's Memoranda series to communicate general regional policies and organization to the Food Distribution Administration field personnel. Information in memoranda series of Washington branches whose activities have been regionalized shall be transmitted by the appropriate division of the regional office to the appropriate field offices through separate regional division memoranda series. The information in these Washington memoranda may be communicated unchanged in the regional divisional series, modified in the regional series to meet conditions peculiar to the region, or used only in the regional office at the discretion of the appropriate regional officials. Memoranda of Washington branches whose field personnel are not at present administratively responsible to the regional administrator shall, wherever feasible, be sent

to the appropriate regional offices for distribution to the field. These branches shall inform the Administrative Services Division in Washington of the number of copies of their communications to be furnished the appropriate regional offices for distribution to the field offices of the branch or division.

The regional offices shall be responsible for distributing Director's Memoranda in their original form to all field offices within their respective regions.

The present Agricultural Marketing Administration communication series, including Administrator's memoranda, Branch, Division and Regional memoranda, together with such communications series governing administration of functions or activities transferred to the Food Distribution Administration, shall continue in effect as Food Distribution Administration memoranda series, except as they are modified by this and subsequent memoranda.

Roy F. Hendrickson

Director

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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

November 30, 1943

DIRECTOR'S MEMORANDUM No. 1
Revision 1

Internal Communications System in FDA

Experience during the past several months in the issuance of instructions and procedures for carrying out the wartime responsibilities of FDA has indicated that the present system of internal administrative communications requires certain modifications. Accordingly, the following system is established for the issuance of communications:

1. Memoranda issued by the Office of the Director

Director's Memoranda will contain instructions on over-all FDA policies and programs, delegations of authority, and assignments of functions, as well as general procedures designed to effectuate these policies. (Communications of an announcement nature will be issued as unnumbered memoranda from the Director to the appropriate offices.)

2. General Administrative Instructions

A Manual of General Administrative Instructions will be issued to include all memoranda which affect administrative policy and procedure throughout FDA. This Manual will include memoranda written by the service divisions responsible for the respective service functions, as well as memoranda on administrative matters written by the Deputy Director for Procurement Activities and Management Services. The Manual will include and supersede any instructions concerning administrative policy and procedure which have been issued as Director's Memoranda.

3. Branch and Division Memoranda

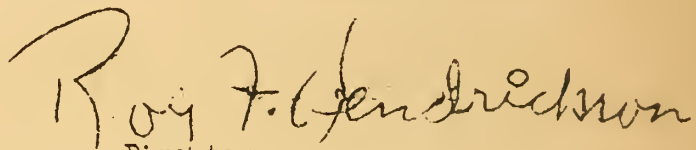
Branch and Division Memoranda will be issued by Branch and Division Chiefs to communicate branch and division policies, objectives, procedures, and technical instructions involved in administering the programs of the branches and divisions.

Under the FDA pattern of regional organization, branches and divisions in Washington act for the Director in program development. In addition, they are responsible for communicating to the regions policies, procedures, technical standards, and instructions for administering national programs at the regional level. In order to coordinate memoranda and instructions to the regions, and avoid the issuance of conflicting instructions from Washington to the regions, the branches and divisions shall clear all memoranda to the field with the Deputy Director for Procurement Activities and Management Services.

4. Regional Memoranda

Regional Director's Memoranda and Regional Division Memoranda will be issued by Regional Directors and Regional Division Chiefs to communicate regional organization, programs, policies, and procedures to the regional personnel, as well as instructions from Washington as they apply to the particular region.

The Organization and Procedure Division shall review Director's Memoranda and General Administrative Instructions prior to issuance, and shall work with the Branches and Divisions in developing the series and format for their issuances. Distribution of the duplicated memoranda will be made by the Administrative Services Division.


Director

INDEX ENTRIES:

Administration, General: Communications, internal administrative
Communications, internal administrative (see also Administration,
General)

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